

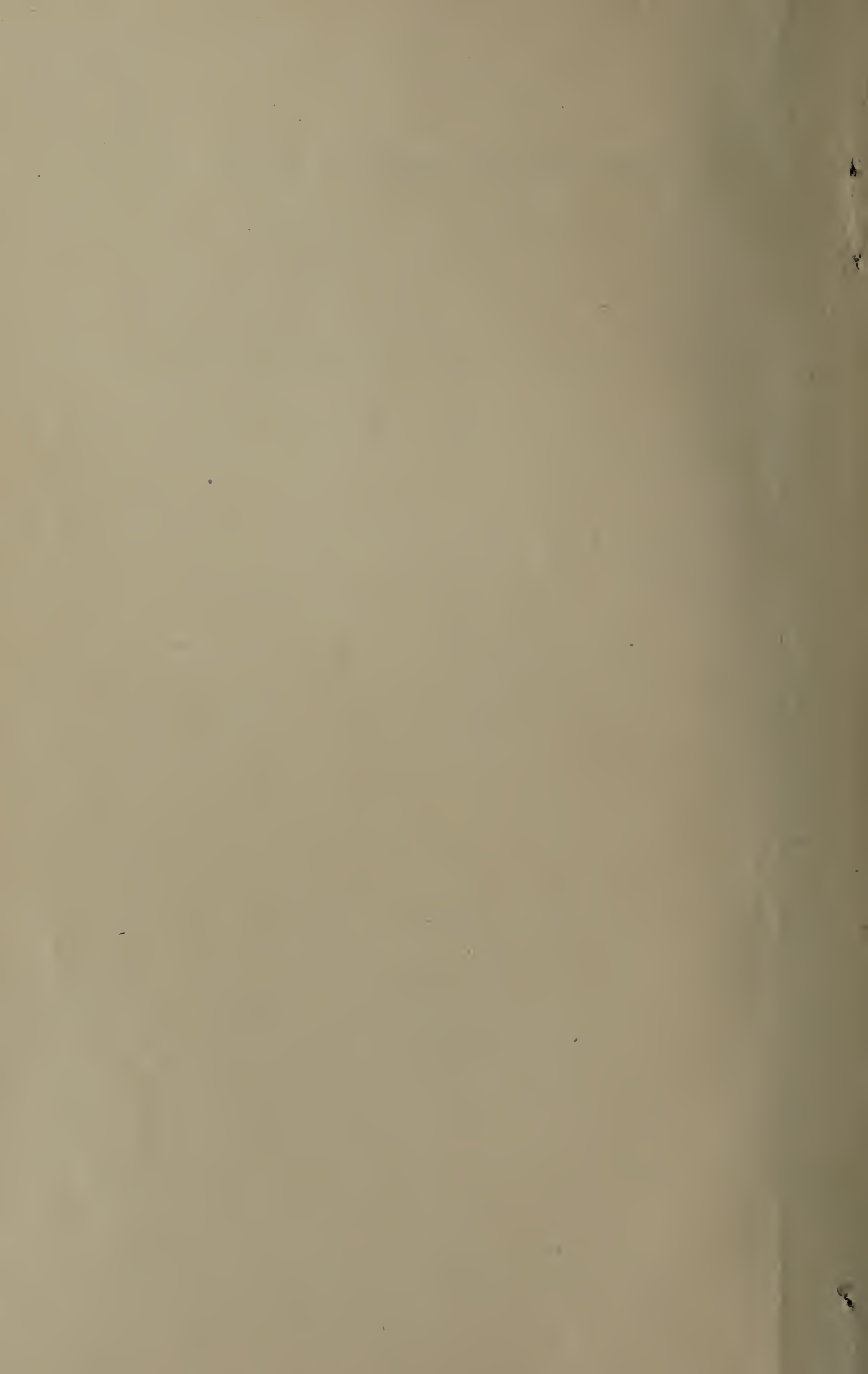
[ *Whole Number 393* ]

REPORT OF THE  
LIBRARIAN OF THE BUREAU  
OF EDUCATION

FOR THE YEAR ENDED  
JUNE 30, 1908



WASHINGTON : GOVERNMENT PRINTING OFFICE : 1908



027

U582R

1907/08

## LETTER OF TRANSMITTAL.

---

DEPARTMENT OF THE INTERIOR,

BUREAU OF EDUCATION,

*Washington, October 8, 1908.*

SIR: I have the honor to transmit herewith the report of the librarian of the Bureau of Education for the year ended June 30, 1908, and to recommend that it be printed as one of the miscellaneous publications of this office.

This report is intended to make the activity of this division of the bureau better known to librarians of universities, normal schools, and other institutions possessing pedagogical collections; to professors of education, and to school administrators and teachers. It is the aim of the librarian to facilitate the work of librarians of pedagogical libraries throughout the country in every way possible. The publication and distribution of this report will undoubtedly further that end.

Very respectfully,

ELMER ELLSWORTH BROWN,

*Commissioner.*

The SECRETARY OF THE INTERIOR.

(3)

Bureau of



## REPORT OF THE LIBRARIAN OF THE BUREAU OF EDUCATION FOR THE YEAR ENDED JUNE 30, 1908.

---

SIR: From the beginning of my service as librarian, September 3, 1907, the aim of the administration has been to make the library an integral part of the national library, meaning by the national library that group of libraries maintained by the National Government, of which the Library of Congress is the center. With this in view, the scope of the library's collections and service has been more narrowly defined than in the past.

During the year the collections have been restricted to the literature of education and the cognate subjects of psychology and philosophy, together with a few necessary works of reference. The purchases have, moreover, been limited as far as possible to works not received by the Library of Congress through copyright deposits. In conformity with this policy there have been transferred to the Library of Congress and the public library of the District of Columbia, under authority of the act making appropriations for the legislative, executive, and judicial expenses of the Government, approved February 25, 1903, 26,851 volumes, 15,512 pamphlets, and 16,241 periodical numbers, a total of 58,604 pieces. This constitutes one of the largest transfers of books in the history of American libraries, and has some significance, I believe, as a step in the development of the national library. It not only places these books where they will be more useful, but renders it possible to make more available the large collection which remains. It will also, I hope, stimulate our use of the collections of the Library of Congress. During the present year 71 books have been borrowed from other libraries for the use of this office.

The accessions by purchase during the year have been confined to books on education. The purchase of books on psychology and philosophy with our present book fund is quite out of the question. Indeed, it has even been impossible to buy a large percentage of the books on education which have been offered during the year—books which are needed by the office in order to make its investigations thorough and exact. There have, however, been added during the year by purchase 2,823 volumes. Of these, 106 volumes were copyrighted in the United States.

The accessions by gift are for the most part works of an educational nature, received in response to the inquiries of the statistical



division of the office or in exchange for publications of the bureau. State school superintendents are asked to send to the bureau 6 copies of each of their reports and 6 copies of any state school laws that have been enacted during the past year, or of any new edition of state school laws. City school superintendents are asked to send 2 copies of every school document published by them, including reports, rules and regulations, courses of study, minutes, etc., and each of the following classes of institutions is requested to send 2 copies of each report and catalogue: Professional schools of theology, law, medicine, pharmacy, dentistry; technical and manual training schools; commercial schools and business colleges; normal schools; universities and colleges; secondary schools; institutions for the blind, deaf, feeble-minded, and reform schools. In this way reports have been received from the several States, from some 1,050 cities and towns, and from some 4,800 institutions.

It has not as yet been possible to systematize the exchange service. The annual report of the office is sent to about 1,375 foreign correspondents. From the majority of these, perhaps, documents are received in exchange. A considerable extension of this branch of the service is imperative.

In the course of the reorganization of the library a large number of duplicate serials and monographs not needed by the library have been removed to the exchange collection. This collection is constantly being added to by gifts, and the library must look forward to becoming a clearing house for educational literature. During the coming year I hope to be able to have this exchange collection listed and the lists sent out to such libraries as are making pedagogical collections. These lists will be accompanied by lists of serial and periodical numbers needed to complete our files. By this system of exchanges we should at the same time make our own collections more complete and promote the development of collections of pedagogical literature in other libraries.

For the better preservation of the collections, and with a view to their greater use, the work of binding has been pushed with vigor. Some of the books in the collection, particularly those issued in periodical form or in parts, were, after years of exposure to light and heat, in such a state of decay as to make binding useless; in others, parts had been mutilated or lost in handling; 6,119 volumes have, however, been prepared for the bindery, and 1,538 volumes bound, at a cost of \$878.94.

The accessions to the library, therefore, number for the year—

	Volumes.
By purchase.....	2, 823
By gift and exchange.....	3, 771
By binding.....	237
Total.....	6, 831

The total number of volumes in the library July 1, 1908, was: Volumes, 62,002; pamphlets, 84,488.

The following special collections require mention: The collections of school text-books, manuscripts, newspaper clippings, photographs, and lantern slides, and the collections of psychology and philosophy. To none of these has it been possible to give attention during the year.

The librarian has, during the past year, been made custodian of the publications of the bureau. With a view to their better preservation and distribution, 10 copies of each of the publications of the bureau, so far as that number was available, were boxed and placed in fireproof storage as a reserve stock, and of the remainder 18,560 volumes have, under authority of the law of January 12, 1895, been transferred to the office of the Superintendent of Documents. The number of volumes of publications of the bureau, exclusive of separates or parts, still in stock in the Bureau of Education July 1, 1908, is 66,045.

#### BIBLIOGRAPHICAL SERVICE.

The bibliographical service of the library may be considered under three heads: (1) The preparation of printed catalogue cards; (2) the compilation of check lists of various classes of educational literature, and (3) the compilation of lists upon various educational subjects.

With a view to the improvement of the catalogues of pedagogical collections and in order to facilitate their cataloguing, the library began on January 1 to publish catalogue cards for current educational literature not copyrighted in the United States. These cards are printed and sold by the Library of Congress as a part of the service of its Card section. Books copyrighted in the United States are at present catalogued by the Library of Congress. It is now possible, therefore, for librarians to secure from Washington catalogue cards for almost any current publication relating to education.<sup>a</sup> The cards are also useful as announcements of current publications; indeed, they constitute the most complete record of current pedagogical literature which exists.

During the coming year all catalogue cards for works on education prepared in the library will be printed, so that with the development of the collections in the library and the completion of the recataloguing it should become possible to secure from the library an exact description of any pedagogical work of importance, whether a current publication or not.

The cataloguers have undertaken, in addition to the preparation of a dictionary catalogue of the books in the library of the bureau,

---

<sup>a</sup> Information regarding methods of ordering these cards is given in the Library of Congress. Card section. Bulletin No. 21.



the preparation of a union catalogue of the more important pedagogical collections in other libraries in the United States. Cards for books in the library of the bureau and cards for books in other libraries are filed in one alphabet. A large part of the cards for books in the Library of Congress have already been filed under authors and added entries. During the coming year it is expected that cards for books in the John Crerar Library will be filed. This union catalogue should be useful to students wishing to learn where a rare book or edition may be found. It is also of use to us in reducing to a minimum the purchase by the Government of unnecessary duplicates.

It is desirable that there should be, in addition to this union catalogue of educational literature in Washington, a catalogue in every center of pedagogical research of the educational literature available in the library of the Bureau of Education. As rapidly as catalogue cards for books in the bureau are printed at the Library of Congress they are sent out by that library for incorporation in its depository catalogues located in the following libraries:

Atlanta Carnegie Library.	Michigan University Library.
Bowdoin College Library.	Minnesota University Library.
Brooklyn Public Library.	Nebraska University Library.
Buffalo Public Library.	New Orleans Public Library.
Cincinnati Public Library.	New South Wales Public Library.
Cleveland Public Library.	New York Public Library.
Connecticut State Library.	New York State Library.
Denver Public Library.	Pennsylvania University Library.
Illinois State University Library.	Philadelphia Free Library.
Indiana State Library.	Princeton University Library.
Institut International de Bibliographie.	St. Louis Public Library.
John Crerar Library.	Seattle Public Library.
Johns Hopkins University Library.	Texas University Library.
Louisville Free Public Library.	Washington Public Library.
McGill University Library.	Wisconsin State Historical Society
Massachusetts State Library.	Library.
Mechanics-Mercantile Library, San	Yale University Library.
Francisco.	

With the completion of the cataloguing, students of pedagogy in these places will, therefore, be able to determine readily whether a given book may be found in Washington. The question presents itself at this point whether deposit catalogues of the collections in the bureau should be established in other places.

In addition to the central and deposit catalogues on cards, there should be union lists of certain classes of educational literature issued in book form. In the annual report of your office for 1907 now in press is published a "List of educational periodicals currently received by the library of the Bureau of Education and other libraries in the District of Columbia." This will be supplemented in subsequent



reports by lists of college and school periodicals and of other serials, and eventually all the parts should be combined in a union list of all educational serials received by libraries in this city. Until the card catalogue is completed, and even after it is completed, such a list should be of use both to librarians and students. Union lists of serial files may be made not merely finding lists but check lists. I will, therefore, discuss our plans with reference to them under that head.

Next in importance to the work of cataloguing, in the economic development of our pedagogical collections here as well as in other parts of the country, is the compilation of check lists of various classes of educational literature. The catalogue will show what a library actually possesses; the check list will show what it, perhaps, should possess. The library has been able to prepare during the year the first of such a series of check lists, a list of the publications of the bureau.

This should be followed by complete lists of the educational publications of the various States and cities, of the various educational societies and institutions, of the educational periodicals, and of the early educational literature published in the United States, and possibly by similar lists of foreign literature. And with the cooperation of librarians of other pedagogical collections it may be possible to make these lists union lists of the rarer books described.

Some progress has been made in the compilation of a list of educational works published in the United States before 1821, but this has been made on holidays and after hours. Until it is possible to detail assistants to carry on this work it must progress slowly.

The work of cataloguing and the compilation of check lists is of fundamental importance, and both cards and check lists should have permanent value. Of greater interest to the student, however, and of more immediate though fleeting utility are lists upon various educational subjects, particularly subjects of current discussion and practical import. With a view to satisfying this need the bureau has during the year undertaken the publication of an annual list of the current literature of education. In 1898 Mr. Wyer, now director of the New York State Library, began the publication in the *School Review* of an annual record, entitled "Recent educational bibliography," and in 1899 he began, in collaboration with Miss I. E. Lord, the publication in the *Educational Review* of an annual "Bibliography of education." These two important records have been united in one series, and the first volume of the new series, a "Bibliography of education for 1907," prepared by Mr. Wyer and Miss M. L. Phelps, has been published by the bureau. The preparation of successive issues has been undertaken by this library.

During the year the following subject lists have been prepared for publication:

A list of the writings of William Torrey Harris, chronologically arranged, with subject index. U. S. Bureau of Education. Annual report of the commissioner for the year 1907, v. 1, pp. 37-72.

References to publications relating to school attendance and the welfare of children. U. S. Bureau of Education. Annual report of the commissioner for the year 1906, v. 2, pp. 1288-90.

List of references [on the training of persons to teach agriculture in the public schools]. U. S. Bureau of Education. Bulletin, 1908, No. 1, pp. 49-50.

In addition to these published lists, 166 others on as many various educational topics have been prepared in answer to requests of correspondents of the office, typewritten, and copies filed for future use. Besides the preparation of these formal bibliographies, there has been much research work done and many memoranda compiled in response to requests from correspondents of the office and from visitors to the library.

In all this research work the importance of indexes to educational literature, particularly educational periodicals, is felt most keenly. Without them, research work is slow and laborious and the results of uncertain value. Such time, therefore, as could be spared has been devoted to the indexing of some of the more important current educational serials and periodicals. An index to the annual report of this office, beginning with the report for 1907, will be printed in card form and may be secured from the Library of Congress with other cards. An index to the Proceedings of the National Education Association, beginning with volume 51, and thus supplementing the general index published in book form in 1907, will also be issued in this manner. An index to some 41 current educational periodicals was inaugurated at the beginning of the year. The more important entries in this record will be included in the above-mentioned annual bibliography, but the index will not be published as a whole at present.

Besides these indexes to current serials, indexes to serial files are needed. A beginning has been made in this direction during the year by the preparation of an index to the annual reports of this office from 1867 to date. This will be published immediately. It will be followed by an index to the other publications of the office. In order that the regular research work may not suffer and that this work of indexing may be expedited more assistants are needed. It is of the greatest importance that these assistants be bibliographers who have an intimate acquaintance with the various classes of educational literature, both domestic and foreign, the history of each of those classes of literature, and the relative value of such works as bear upon current problems.



## STAFF.

For the first time in the history of the library vacancies have been filled by persons who had passed a civil-service library examination. Of the three positions vacated during the year, that of accession assistant in charge of serials and periodicals was filled by the appointment of Miss Edith A. Wright, for two years assistant in the library of the National Museum and two years assistant in the catalogue division of the Library of Congress. The other two positions being those of assistants in the catalogue section, it was necessary to hold a special examination. The announcement of this, issued by the Civil Service Commission November 8, 1907, was as follows:

\* \* \* The examination will consist of the subjects mentioned below, weighted as indicated:

1. Library economy-----	20
2. Bibliography-----	25
3. Cataloguing and indexing-----	25
4. Training and experience (rated on application)-----	30
Total-----	100

Applicants who have not had sufficient training and experience to entitle them to a rating of 70 per cent on this subject will not be admitted to the examination. The duties of the position require the appointees to have a college training or its equivalent, a library school training or its equivalent, experience in cataloguing and shelf listing, especially the cataloguing and shelf listing of serials, and a working knowledge of at least three foreign languages. Familiarity with educational literature is also desirable.

As a result of this examination, the following appointments were made: Miss Gertrude L. Woodin, a graduate of Wellesley College, class of 1892, and of the New York State Library School, class of 1900; cataloguer in the Holyoke Public Library, 1900 to 1902; in the United States Department of Agriculture, 1902 to 1906, and in the Library of Congress since 1906; and Miss Grace O'Neill, a graduate of Cornell University, class of 1904, and of the New York Library School, class of 1906, and cataloguer in the Library of Congress for the past two years.

A second significant change in the organization of the staff of the library was the regrading done under order of the President, dated May 13, 1908. In the recommendation of the Keep Commission, upon which the executive order was based, "clerks" are described as "employees who are assigned to work more or less routine, involving responsibility, special ability, and original thought, consideration, and investigation." The salaries recommended for clerks of this grade are from \$1,400 to \$1,800. In the grading of the library staff, assistants in charge of sections have been assigned to this class. "Junior clerks" are described as "employees who are assigned to work of a routine character, requiring but little original thought or considera-



tion, but requiring judgment, responsibility, and special skill." The salaries recommended for clerks of this grade are from \$1,200 to \$1,400. All assistants in the library below the grade "clerk" who have had library training and experience have been assigned to this grade.

The library staff at present numbers nine. It has been possible to add to this number from time to time by details either from other divisions of the bureau or from the department. More assistants are needed however,—

(1) To prepare an inventory which will show at once what the library has and what it lacks. For the preparation of these catalogues and lists of desiderata I ask for 4 clerks—

- 1 junior clerk to inventory the periodicals,
- 1 junior clerk to inventory the documents,
- 1 junior clerk to inventory the other serials, and
- 1 under clerk as copyist.

(2) To distribute these lists of desiderata among publishers, booksellers, and librarians, for the purpose of securing missing volumes or parts. For this work I ask for 1 under clerk.

(3) To prepare completed volumes for binding. For this I ask for 1 junior clerk.

(4) To develop the system of exchanges. For this I ask for 1 junior clerk.

(5) To provide for the increasing activity of the reference section, 1 under clerk. Total, 5 junior clerks, 3 under clerks.

#### • ROOMS AND FURNITURE.

So far as I know, there is no collection of books in existence of equal value with that in this bureau exposed to such risks of loss by fire, nor is there any library where the consultation of books on the shelves is attended by such risks to life and limb. Until more adequate provision, moreover, is made for the shelving of the books their proper arrangement and ready use is impossible.

The installation of standard library furniture has, however, been begun, and the introduction of a telephone and call bells has done much to facilitate business.

#### SUMMARY.

In conclusion and by way of summary I may say that in the reorganization of the library the office has sought to secure a more efficient administration, an increase in the amount of work accomplished, and an improvement in its quality by (1) the centralization of the collections, the records, and the service; (2) the employment of skilled assistants only; (3) the division of labor.

In as far as these objects have been realized—

(1) Economy in expenditures for books and service has been effected by cooperation with the Library of Congress. The transfer of the noneducational part of the collection to the Library of Congress and the decision to restrict our purchases to works on education has made it possible to handle the strictly pedagogical collections more rapidly; the installation of a catalogue of works on education to be found in the Library of Congress has made duplication of purchases unnecessary; and the use of Library of Congress catalogue cards has made duplication of service in cataloguing unnecessary.

(2) Economy of service within the library staff. It has become possible to secure accurate and complete information regarding any book or class of books more quickly.

(3) Economy of service in the bureau as a whole, the staff of educational experts having been entirely relieved of library duties.

It may be noted further that in addition to the extraordinary labors of reorganization and the routine work of the library several extensive bibliographical investigations have been carried on:

(1) A bibliography of the writings of Dr. Wm. T. Harris.

(2) A list of the publications of the Bureau of Education, 1876–1907.

(3) An index to the annual reports of the Commissioner of Education, 1867–1907 (in progress).

I wish in ensuing reports to include a statement with regard to the progress of other pedagogical libraries in the United States, regarding them as units of a national system of pedagogical libraries, a system in which the library in Washington cooperates with and supplements other libraries as they cooperate with and supplement it.

Respectfully submitted.

W. DAWSON JOHNSTON,  
*Librarian.*

The COMMISSIONER OF EDUCATION.

## APPENDIX 1.

---

LIBRARY STAFF, JUNE 30, 1908.

*Librarian.*—William Dawson Johnston.

*Reference section.*—Henry R. Evans, in charge; Mrs. L. D. Goldsberry.

*Catalogue section.*—Miss G. L. Woodin, in charge; Miss S. Nussbaum, Mrs. Grace (O'Neill) Savage.

*Accession section.*—Eugene M. Gollup, Miss E. A. Wright.

*Messenger.*—J. E. Patton.

---

## APPENDIX 2.

---

*Statistical report, September 1, 1907–June 30, 1908.*

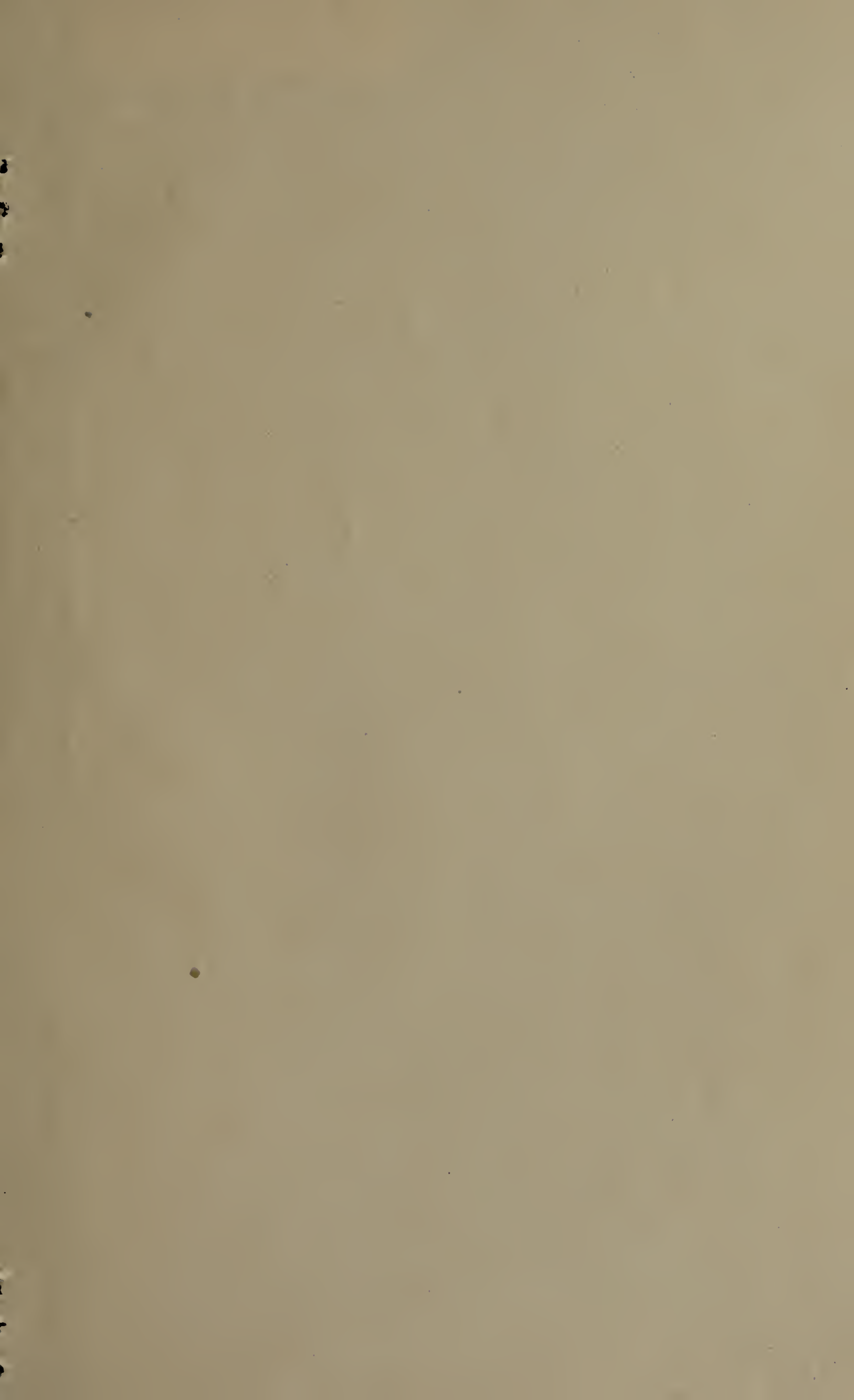
### Accessions:

By purchase	2, 823
By gift	3, 771
By binding	237
Total	6, 831
Periodical numbers	5, 876
Serial numbers	6, 895
Total	12, 771

### Transfers:

Volumes	26, 851
Pamphlets	15, 512
Periodical numbers	16, 241
Total pieces removed	60, 184
Publications of the bureau removed to the office of Superintendent of Documents	18, 560
Volumes prepared for binding	6, 119
Books catalogued, classified, etc.:	
Volumes	3, 796
Titles	1, 511
Books loaned	635
Books borrowed	71
Bibliographies compiled	166
Index cards written	1, 968
Letters written	1, 255
Memoranda	72







3 0112 077662705